**CHECKLIST FOR GENERAL PURPOSE FINANCIAL REPORTS**

INDUSTRIAL RELATIONS ACT 2016

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| **Financial reporting package –**  A complete financial reporting package must consist of: | **Reference** |
| General purpose financial report | s 763(2) |
| * Financial statements containing - | s 763(2)(a) |
| * Profit and loss statement, or other operating statement; and | s 763(2)(a)(i) |
| * Balance sheet; and | s 763(2)(a)(ii) |
| * Statement of cash flows; and | s 763(2)(a)(iii) |
| * Any other statements required by the AAS | s 763(2)(a)(iv) |
| * Notes to the financial statements containing - | s 763(2)(b) |
| * Notes required by the AAS | s 763(2)(b)(i) |
| * Any information required by the reporting guidelines - s 765(2)(c) | s 763(2)(b)(ii) |
| * Committee of management statement | RG 29 - 31 |
| Operating report | s 764 |
| Auditor’s report | s 768 |
| Designated officer’s statutory declaration | s 784(c) |

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| **Abbreviations used in this checklist** | |
| AAS | Australian Accounting Standards |
| AASB | Australian Accounting Standards Board  The code for Australian Accounting Standards |
| ASA | Australian Auditing Standards |
| Act | *Industrial Relations Act* 2016 |
| AR | Audit Report |
| CoM | Committee of Management |
| FR | Financial Report |
| GPFR | General Purpose Financial Report |
| RG | Reporting Guidelines |
| RU | Reporting Unit |
| SPFR | Special Purpose Financial Report |

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| **Timeframes** | **Reference** |
| Prepare GPFR as soon as practical after the end of the financial year | s 763(1) |
| Committee of Management to prepare a statement in accordance with RG 29-31 which is to be included in the GPFR, as soon as practical after the end of the financial year – financial documents are then given to Auditor to make a report | s 763 |
| Auditor’s report must be dated on the day the auditor signs the report and given to the reporting unit within a reasonable time after the auditor receives the general purpose financial report | s 768(5) |
| Full report (*consisting of Auditor’s report, GPFR and operating report*) or concise report is to be given to members – see s 780(1)(a) and (b) below for when report is to be given | s 778(1) |
| If a general meeting of members to consider the reports is held within 6 months after the end of the financial year (as per organisation rules) –the full report is to be given to members at least 21 days before general meeting | s 780(1)(a) |
| Otherwise, the full report is to be given to members within 5 months after the end of the financial year | s 780(1)(b) |
| If a reporting unit publishes a journal of the reporting unit that is available to its members free of charge, a designated officer of the reporting unit is taken to have complied with s 778(1) if the full report or concise report is published in the journal - timeframes in s 780(1)(a) and (b) apply | s 781(1) |
| Full report presented to a general meeting or to a Committee of Management meeting within 5 months after the end of the financial year – or if the Registrar has extended the time to hold the meeting – the extended time | s 782 |
| Designated officer’s statutory declaration signed at or after meeting referred to in s 782 and before lodgement | s 784(c) |
| Financial reporting package listed above must be lodged in the Registry within 14 days of meeting referred to in s 782 | s 784 |

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| **General purpose financial report** | **Reference** |
| A reporting unit’s organisation must ensure that, as soon as practicable after the end of each financial year, the reporting unit prepares a general purpose financial report, in accordance with the Australian Accounting Standards and this section, from its financial records for the financial year. | 763(1) |
| The general purpose financial report must consist of – | 763(2) |
| * Financial statements containing – | 763(2)(a) |
| * A profit and loss statement, or other operating statement; and | 763(2)(a)(i) |
| * A balance sheet; and | 763(2)(a)(ii) |
| * A statement of cash flows; and | 763(2)(a)(iii) |
| * Any other statements required by the Australian Accounting Standards | 763(2)(a)(iv) |
| * Notes to the financial statements containing - | 763(2)(b) |
| * Notes required by the Australian Accounting Standards; and | 763(2)(b)(i) |
| * Any information required by the reporting guidelines under s 765(2)(c); and | 763(2)(b)(ii) |
| Any other reports or statements required by the reporting guidelines under s 765(2)(d). | 763(2)(c) |
| The financial statements and notes for a financial year must give a true and fair view of the reporting unit’s financial position and performance. | 763(3) |
| Subsection (3) does not affect the obligation for a financial report to comply with the Australian Accounting Standards. | 763(4) |

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| **Concise report (if applicable)** | **Reference** |
| A concise report for a financial year consists of - | s 778(3) |
| * A concise FR for the year drawn up as prescribed by regulation; and | s 778(3)(a) |
| * The operating report for the year; and | s 778(3)(b) |
| * A statement by the auditor - | s 778(3)(c) |
| * That the concise FR has been audited; and | s 778(3)(c)(i) |
| * Whether, in the auditor’s opinion, the concise FR complies with the relevant Australian Accounting Standards; and | s 778(3)(c)(ii) |
| * A copy of anything included under s 768(1) to (5) in the auditor’s report on the full report; and | s 778(3)(d) |
| * A statement that the report is a concise report and that a copy of the full report and auditor’s report will be sent to the member free of charge if requested | s 778(3)(e) |
| Do the details in the concise report match the full report? | |
| Have all the disclosure requirements within the reporting guidelines been included in the concise report? | RG 2 |
| **NOTES:**   * A concise report may only be given if the CoM resolves it may be given. * No regulation has been made for this section. | |

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| **Notes to the financial statements** | **Reference** |
| Prepared in accordance with AAS | AASB 1054(7) |
| Prepared in accordance with IR Act 2016 | AASB 1054(8)(a) |
| Has the RU applied Tier 1 reporting requirements as per AASB 1053 *Application of Tiers of Australian Accounting Standards?*  *Note: Tier 2 Reduced Disclosure Requirements cannot be adopted.* | RG 8 |
| State that the report is a GPFR (Note: not SPFR) | AASB 1054(9) |
| States the revenue policy in relation to the recognition of membership subscriptions or capitation fees (whichever is relevant) (must be reported on an accrual basis) | AASB 118(35)  s 763(1)  AASB 101(27) & (117) |
| **Members’ access to financial records –** Sees 765(2)(c) – Reporting Guidelines  RG 9 – This information must be disclosed in the notes to the financial statements | |
| A reporting unit’s organisation must ensure that, when the reporting unit prepares a general purpose financial report under s 763, a concise report under s 778 or a report under s 785(5), it includes in the report a notice drawing attention to subsections (1), (2) and (3) of s 787 and setting out the subsections. | s 787(6)  RG 9 |
| **NOTE:**  s 787 (1), (2) and (3) – Information to be given to members or registrar states -  (1) A member of a reporting unit, or the registrar, may apply to the reporting unit for stated information**,** prescribed by the regulation, about the reporting unit to be made available to the person making the application.  (2) The application must –  (a) be in writing; and  (b) state the period, which must be at least 14 days after the application is made, within which the information must be made available; and  (c) state the way in which the information must be made available.  (3) The reporting unit’s organisation must ensure the reporting unit complies with the application. | |
| **Committee of management statement**  To be prepared for the purposes of s 763(2)(c) of the Act | **Reference** |
| The CoM statement must include the following declarations of the CoM as to whether in their opinion: | RG 30 |
| * The financial statements and notes comply with the AAS; | RG 30 (a) |
| * The financial statements and notes comply with the reporting guidelines of the Registrar; | RG 30 (b) |
| * The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate | RG 30 (c) |
| * There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; | RG 30 (d) |
| * During the financial year to which the GPFR relates and since the end of that year: | RG 30 (e) |
| * Meetings of the CoM were held in accordance with the rules of the organisation including the rules of a branch concerned; and | RG 30 (e)(i) |
| * The financial affairs of the RU have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and | RG 30 (e)(ii) |
| * The financial records of the RU have been kept and maintained in accordance with the Act; and | RG 30 (e)(iii) |
| * Where the organisation consists of two or more RUs, the financial records of the reporting unit have been kept, as far as practicable, in a manner consistent with each of the other RUs of the organisation; and | RG 30 (e)(iv) |
| * Where information has been sought in any request by a member of the reporting unit or Registrar duly made under s 787 of the Act, that information has been provided to the member or Registrar; and | RG 30 (e)(v) |
| * Where any order for inspection of financial records has been made by the QIRC under s 788 of the Act, there has been compliance. | RG 30 (e)(vi) |
| * The organisation has complied with the requirements under section 741 of the Act, Financial Management Training, and in so doing confirm the following: | RG 30 (f) |
| * the officer’s name and role in the organisation; and | RG 30 (f)(i) |
| * the date the officer most recently completed the training | RG 30 (f)(ii) |
| * the name of the relevant training package | RG 30 (f)(iii) |
| The committee of management statement must: | RG 31 |
| * Be made in accordance with such resolution as is passed by the CoM of the RU in relation to the matters requiring declaration; | RG 31 (a) |
| * Specify the date of passage of the resolution; | RG 31 (b) |
| * Be signed by a designated officer within the meaning of s 753 of the Act; | RG 31 (c) |
| * Be dated as at the date the designated officer signs the statement. | RG 31 (d) |

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| **Operating report** | **Reference** |
| The operating report must – | s 764(2) |
| * Contain a review of the reporting unit’s principal activities during the year, the results of the activities and any significant changes in the nature of the activities during the year; and | s 764(2)(a) |
| * Give details of any significant changes in the reporting unit’s financial affairs during the year; and | s 764(2)(b) |
| * Give details of the right of members to resign from the reporting unit under s 726; and | s 764(2)(c) |
| * If subsection (3) applies, give details (including details of the position held) of any officer or member of the reporting unit who is –  1. a trustee of a superannuation entity or an exempt public sector superannuation scheme; or 2. a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and | s 764(2)(d) |
| **NOTE**:  s 764(3) states - for subsection 2(d), this subsection applies if a criterion for the officer or member being the trustee or director of a superannuation entity or superannuation scheme as mentioned in that paragraph is that the officer or member is an officer or member of a registered organisation. | |
| * Include a copy of the remuneration register the organisation is required under s 746 to keep for the financial year; and | s 764(2)(e) |
| **NOTE**:  s 746(2) states that the remuneration register must include –  (a) the remuneration paid to the officer in the year  (b) any non-cash benefit, including the value of the benefit, given to the officer by the organisation, other than as remuneration, in the year  (c) any amount paid to the officer in the officer’s capacity as a board member officer in the year, other than an amount paid to the officer for the costs of travel or accommodation for the officer to attend a board meeting, unless the amount paid to the officer is given by the officer to the organisation. | |
| * Include a copy of the loans, grants and donations register the organisation is required under s 748 to keep for the financial year; and | s 764(2)(f) |
| **NOTE:**  s 748(3) states that the loans, grants and donations register must state the following for each payment  (a) the amount of the payment and reason for making it;  (b) if the payment was not a financial hardship payment –  (i) the name and address of the entity to whom it was made; and  (ii) if it was a loan – the arrangements to repay the loan. | |
| * Contain any other information that the reporting unit considers is relevant; and | s 764(2)(g) |
| * Contain any information prescribed by regulation | s 764(2)(h) |
| Identify the officer(s) who prepared the report; | RG 28 (a) |
| Be signed by the officer(s) who prepared the report; and | RG 28 (b) |
| Be dated by each officer who has signed the report as at the date on which the officer signs the report. | RG 28 (c) |
| To remove any doubt, it is declared that the operating report may be prepared by the management committee or a designated officer. | s 764(4) |

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| **Auditor’s report** | **Reference** |
| Dated on the day the auditor signs the report. | s 768(5)(a) |
| The auditor’s report must state whether in the auditor’s opinion the GPFR is presented fairly in accordance with any of the following that apply to the reporting unit - | s 768(1) |
| * Tier 1 reporting requirements of the Australian Accounting Standards | s 768(1)(a) &  RG 32(a) |
| * Any other requirements imposed by the Act or RG | s 768(1)(b) &  RG 32(b) |
| If, in the auditor’s opinion, the GPFR does not comply, the auditor’s report must - | s 768(2) |
| * State why the GPFR does not comply; and | s 768(2)(a) |
| * To the extent it is practicable to do so, quantify the effect that noncompliance has on the GPFR; and | s 768(2)(b) |
| * If it is not possible to quantify the effect fully, state why it is not possible | s 768(2)(c) |
| The auditor’s report must also describe - | s 768(3) |
| * Any defect or irregularity in the GPFR; and | s 768(3)(a) |
| * Any deficiency, failure or shortcoming in relation to the matters mentioned in sub section (2) or s 762 | s 768(3)(b) |
| The form and content of the auditor’s report must be in accordance with the Australian Auditing Standards | s 768(4) |
| Auditor’s statement - | RG 33 |
| * Must include a declaration that either the auditor is an approved auditor; or | RG 33(a)(i) |
| * The auditor is a member of a firm where at least one member is an approved auditor; and | RG 33(a)(ii) |
| * Must specify that the auditor is a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the Institute of Public Accountants (formerly the National Institute of Accountants); and | RG 33(b)(i) |
| * Must specify that the auditor holds a current Public Practice Certificate | RG 33(b)(ii) |
| Include a declaration, that as part of the audit, they have concluded that management’s use of the going concern basis of accounting in the preparation of the reporting unit’s financial statements is appropriate. | RG 34 |

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| **Designated officer’s statutory declaration** | **Reference** |
| A statutory declaration is to be made by the designated officer stating that the documents lodged in the Registry are copies of the documents given to members and presented to a meeting under s 782 | s 784(c) |
| **NOTE:**  **s 753 defines a designated officers as -**  (1) A designated officer, for a reporting unit, is an officer of the reporting unit who, under the rules of the reporting unit, is responsible (whether alone or with others) for carrying out the functions necessary to enable the reporting unit to comply with this division.  (2) For subsection (1), an officer of a reporting unit is—  (a) if the reporting unit is all of an organisation—an officer for the organisation; or  (b) if a reporting unit is not all of an organisation—an officer of the branch, or one of the branches, that constitutes the reporting unit.  (3) If a provision of this division requires a designated officer to perform a function, the rules of the reporting unit must identify an officer as the designated officer for the performance of the function.  (4) If the rules of the reporting unit do not identify an officer as the designated officer for the performance of a function, the designated officer for the performance of that function is taken to be the secretary of the organisation. | |